

~~SECRET~~

16.10-63

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

DD/R - OFFICE OF ELINT - OPERATIONS DIVISION



*Amended by
DD S & T
Schedule 92-63*

~~SECRET~~

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 16.10-63 for the Office of Elint/Operations Division is approved and authority hereby given to implement the disposition instructions therein.

Preparation and Review:

STAT

Area Records Officer

STAT

Records Management Analyst

Date

19 Feb 1963

Approval:

STAT

Chief, Records Management Staff

Date

19 Feb 1963

RECORDS CONTROL SCHEDULE 2005/11/21 : CIA-RDP78-00487A000400200002-6

SCHEDULE NO. 16.10-63

CONCURRENCE

OFFICE, DIVISION, BRANCH

SIGNATURE

25X1

OFFICE OF ELINT - OPERATIONS DIVISION, DD/R

TITLE

Chief, OPD/OEL/DDR 26 Feb 63

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

18

DIVISION SUBJECT FILE

Consists of correspondence and memoranda reflecting the Administration, Organization and Activities of OEL/Operations Division. In addition to containing copies of correspondence and memoranda originated in the division and prepared for signature of the Chief these files include administrative materials received by the division. Subjects included are: Budget, Buildings and Grounds, Collection, Equipment and Supplies, Organization and Management, Personnel, Reports, Security, Training, Travel, etc.

.8

Temporary. Destroy after three years. Cut off at end of each calendar year; retain in current files area for 1 year; then transfer to Records Center except for records pertaining to organization, functions, policies, procedures, etc., needed for current administration of office. These special items should be brought forward into next year's file.

25X1

Filed in accordance with the Agency Subject-Numeric Filing Handbook, []

(1962 -

21

PROJECT FILES

These files consist of memoranda, correspondence, dispatches, reports, project outlines, etc., pertaining to projects conducted by OPD. In addition, these files include schematics of electronic equipment, instructional movies and manuals for equipment currently in use.

Each project is arranged as follows: Budget, Intelligence Data, Logistics, Organization and Management, Personnel, Security, Training and Travel. Projects are filed alphabetically by project name.

(1955 - current)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
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	<p><u>A. Current Projects</u></p> <p>(1) Records needed for the continued performance of the project such as project initiation, significant actions, reports, evaluations expenditure of funds, etc.</p> <p>(2) Records concerned with the "housekeeping" functions such as; Training, Travel, Personnel and Logistics.</p> <p><u>B. Terminated Projects</u></p> <p>Consist of records as described in A(1) and A(2) above.</p>	<p>17.2</p> <p>2.</p>	<p>Temporary. Disposal not authorized at this time. Keep in office area over the active life of project. Upon termination of project apply disposition authority as described in 2B.</p> <p>Temporary. Destroy when two years old.</p> <p>Temporary. Disposal not authorized at this time. Screen file upon termination of project and prepare a summary of the project to include: Project Initiation, Significant actions, Cost Reports, Significant Personnel Information, Project Evaluation, Termination and other records necessary to historical documentation of project. Retain this summary in office area for 5 years. Review at end of 5 year period to determine further disposition action.</p> <p>Transfer remaining records to Records Center. Destroy after two years.</p>
3	<p>CHRONOLOGICAL FILE</p> <p>Consist of extra copies of correspondence and memoranda originated in the division and used as a ready reference file. Filed chronologically.</p> <p>(1962 -</p>	.1	<p>Temporary. Destroy after one year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>
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4	<p><u>REFERENCE FILES</u></p> <p>Consist of classified and unclassified publications used for references purposes. This file includes technical catalogs, electronic handbooks, NIE's, TM's, and Research Studies</p>	17.5	Temporary. Destroy when obsolete, superseded or no longer needed for references purposes.
25X1			
5	<p><u>PSEUDO AND TRUE NAME CARD FILE</u></p> <p>Consists of two separate 3 x 5 card files. One file contains the true name and the other contains the pseudo. These two card files are filed in separate safes to comply with security requirements.</p>	.1	Temporary. Destroy the pseudo and corresponding true name card when revised, superseded or no longer of interest.
6	<p><u>TOP SECRET CONTROL FILE</u></p> <p>Consist of copies of Form 36 used in lieu of log to record receipt, internal routing and final disposition of Top Secret material received by, originated within, or dispatched by OPD.</p>	.1	Temporary. Disposal not authorized at this time.
7	<p><u>DOCUMENT RECEIPT FILE</u></p> <p>Signed copies of document receipts showing signature of recipient of classified materials dispatched from OPD.</p>	.1	Temporary. Destroy two years after date of receipt.

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	<p>B. Consists of Approved For Release 2005/11/21 : CIA-RDP78-00487A000400200002-6 related papers pertaining to the DD/S&T. Career Review Board, Committee on outer Space, 205 Committee and and any other committees that members of DD/S&T serve on in the capacity of Executive Secretary.</p>		<p>Disposal not authorized. <i>I-D</i></p>
29.	<p>CABLE FILES</p> <p>Consists of copies of incoming and outgoing DCI, OSA and non-CIA Cables. These cables are used for purposes of information and reference.</p> <p>Filed by cable type and chronologically thereunder.</p> <p>(February - 1963 - Current)</p>	.4	<p>Temporary - Destroy when three months old.</p>
30.	<p>CHRONOLOGICAL FILE</p> <p>Consists of extra copies of all correspondence and memoranda originated by the DD/S&T and his staff. In addition, this file includes copies of outgoing correspondence and memoranda originated by all DD/S&T Components if prepared for signature of the DD/S&T. These files are maintained for ready reference and convenience.</p> <p>Filed chronologically (1962 - 1963)</p> <p>A. Chrono files through 1963</p>	.4	<p>Permanent - Retire files dated through 1963 to Records Center when two years old. <i>I-D</i></p>
25X1	<p>APPROVED to 1963 <i>10/24/64</i> Date</p>		<p>Temporary - Subsequent to 1963 cut off at end of calendar year, hold one year and destroy.</p>
31.	<p>CIA Records Administration Officer PROJECT FILE</p> <p>This file consists of copies of OSA projects which serve informational and reference purposes of the DD/S&T. Contents of projects are arranged categorically as follows: Communications, Evaluations</p>	8.6	<p>Temporary - Destroy after 1 complete year. Cut off at end of calendar year; hold in office area one year then destroy.</p>
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